

**DEPARTMENT OF TRANSPORTATION
OFFICE OF EXAMINATION SERVICES
CALTRANS LANDSCAPE MAINTENANCE LEADWORKER – 6TRAZ
TRAINING AND EXPERIENCE EVALUATION**

The **CALTRANS LANDSCAPE MAINTENANCE LEADWORKER** examination is being given on a continuous departmental promotional basis. This examination will consist solely of this self-assessment Training and Experience Evaluation.

This questionnaire is the only phase of the examination and is designed to elicit a range of specific information regarding each candidate's knowledge, abilities, and experience to effectively perform the duties relative to the classification. Candidates are responsible for reading all of the material provided prior to completing this questionnaire. Responses will be evaluated using predetermined rating criteria. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. Please answer questions completely since incomplete responses and omitted information cannot be considered and/or assumed. *Resumes, letters of reference, and other materials **will not be evaluated or considered*** as responses to items in the Training and Experience Evaluation.

(NOTE: Failure to meet the entrance requirements and/or to complete this evaluation accurately will result in elimination from this examination.)

*Candidates who fail to follow the instructions and/or **who solicit input or assistance from others to complete this questionnaire** will be eliminated from the examination.*

IT IS IMPORTANT THAT YOU RETAIN A COPY OF THIS TRAINING AND EXPERIENCE EVALUATION FOR YOUR RECORDS. Caltrans will NOT provide you a copy of your Training and Experience Evaluation.

THIS AFFIRMATION MUST BE COMPLETED

I hereby certify and understand that the information provided by me (without assistance from others) on this Training and Experience Evaluation is true and complete to the best of my knowledge and contains no willful misrepresentation or falsifications. I understand this information may be verified. I also understand that if it is discovered that I have made any false representations, I will be removed from the examination process, removed from the list resulting from the examination, may not be allowed to compete in future examinations for State employment, and may be subject to prosecution for misdemeanor or felony offenses under California law. Additionally, State employees may have adverse action taken against them up to and including dismissal.

SIGNATURE: _____ **DATE:** _____

NAME (PRINT): _____

EXAMINATION TITLE: CALTRANS LANDSCAPE MAINTENANCE LEADWORKER

The completed Training and Experience Evaluation and Standard State Application (STD.678) must be mailed or personally hand delivered to:

**Caltrans
Examination Services (MS 86)
P.O. Box 168036
Sacramento, CA 95816-8036**

**File in person: Caltrans
1727 30th Street, 1st Floor
Sacramento, CA 95816
(916) 227- 7858**

Facsimile (FAX) or electronically mailed (e-mailed) Training and Experience Evaluation **will not** be accepted

Failure to submit your Training and Experience Evaluation will result in elimination from the examination process.



STATE OF CALIFORNIA DEPARTMENT OF TRANSPORTATION



CONDITIONS OF EMPLOYMENT

Division of Human Resources – Exam and Recruitment Services
PM-EX-0631 (Rev. 01/2015)

EXAMINATION TITLE

CALTRANS LANDSCAPE MAINTENANCE LEADWORKER

EXAMINATION CODE

6TRAZ

DATE

CANDIDATE NAME – (PLEASE PRINT – (Last Name, First Name, Middle Initial))

PERSONAL INFORMATION NOTICE: Pursuant to the Federal Privacy Act (P.L. 93-579) and the Information Practices Act of 1977 (Civil Code Section 1978, et seq.), notice is hereby given for the request of personal information by this form. The requested personal information is voluntary. The principle purpose of the voluntary information is to facilitate processing of information which you are providing regarding your preference in working conditions. The failure to provide all or any part of the requested information may delay processing of this form. No disclosure of personal information will be made unless permissible under Article 6, Section 1798.17 of the IPA of 1977. Each individual has the right, upon request and proper identification, to inspect all personal information in any record maintained on the individual.

If you are successful in this examination, your name will be placed on an active employment list for the location you select and referred to fill vacancies according to the conditions you specify on this form.

PLEASE CHECK THE BOXES NEXT TO THE DISTRICT(S) WHERE YOU WISH TO WORK.

- | | |
|---|--|
| <input type="checkbox"/> DISTRICT 1 – EUREKA | <input type="checkbox"/> DISTRICT 7 – LOS ANGELES |
| <input type="checkbox"/> DISTRICT 2 – REDDING | <input type="checkbox"/> DISTRICT 8 – SAN BERNARDINO |
| <input type="checkbox"/> DISTRICT 3 – MARYSVILLE | <input type="checkbox"/> DISTRICT 9 – BISHOP |
| <input type="checkbox"/> DISTRICT 4 – OAKLAND | <input type="checkbox"/> DISTRICT 10 – STOCKTON |
| <input type="checkbox"/> DISTRICT 5 – SAN LUIS OBISPO | <input type="checkbox"/> DISTRICT 11 – SAN DIEGO |
| <input type="checkbox"/> DISTRICT 6 – FRESNO | <input type="checkbox"/> DISTRICT 12 – SANTA ANA |
| <input type="checkbox"/> 3400 – SACRAMENTO Note: District 3 does not include Sacramento | |

PLEASE CHECK ONE BOX ONLY NEXT TO THE TYPE OF APPOINTMENT YOU WILL ACCEPT.

- ☐ A11 PERMANENT OR TEMPORARY – FULL TIME, PART TIME, OR INTERMITTENT
- ☐ C55 PERMANENT OR TEMPORARY – FULL TIME ONLY
- ☐ M44 PERMANENT OR TEMPORARY – PART TIME OR INTERMITTENT ONLY
- ☐ D58 PERMANENT ONLY – FULL TIME ONLY
- ☐ K85 TEMPORARY ONLY – FULL TIME ONLY
- ☐ R41 PERMANENT – PART TIME OR INTERMITTENT OR TEMPORARY – FULL TIME, PART TIME, OR INTERMITTENT

Privacy Statement

Please notify the Caltrans promptly of any changes in your address or availability for employment.

CALTRANS LANDSCAPE MAINTENANCE LEADWORKER

Training and Experience Evaluation

Name: _____

Date: _____

PART I - EMPLOYMENT HISTORY

Instructions: Please describe your work experience as it relates to the **CALTRANS LANDSCAPE MAINTENANCE LEADWORKER** position. Begin with your most recent position. The *EXPERIENCE CODE* will be used in Part II to identify where you worked. You may include additional pages if necessary.

EXPERIENCE CODE A

Company / State Agency: _____ Job Title: _____

Employer Location: City: _____ State: _____

Dates of Employment: From: _____ To: _____

Supervisor: _____ Telephone Number: _____

EXPERIENCE CODE B

Company / State Agency: _____ Job Title: _____

Employer Location: City: _____ State: _____

Dates of Employment: From: _____ To: _____

Supervisor: _____ Telephone Number: _____

EXPERIENCE CODE C

Company / State Agency: _____ Job Title: _____

Employer Location: City: _____ State: _____

Dates of Employment: From: _____ To: _____

Supervisor: _____ Telephone Number: _____

EXPERIENCE CODE D

Company / State Agency: _____ Job Title: _____

Employer Location: City: _____ State: _____

Dates of Employment: From: _____ To: _____

Supervisor: _____ Telephone Number: _____

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PART II - WORK EXPERIENCE

INSTRUCTIONS

Step 1: In the *Experience Code* column, use the codes from PART I of this questionnaire to indicate where you performed the activity and/or acquired the task or knowledge. You may list more than one code per item, if applicable.

Step 2: For each item listed on pages 5 - 14, place an "X" in the column(s) that most accurately represents the Level of Experience you have AND the Amount of Time your experience represents.

SAMPLE

<p>Level of Experience: In the <i>Experience Code</i> column, use the codes from <u>PART I</u> of this form to indicate where you performed the activity or task. You may list more than one code per item, if applicable.</p> <p>Amount of Time: Place an "X" in the column(s) that most accurately represents the <u>amount of time</u> each level of experience represents. (Leave columns blank that do not apply to you).</p> <p>SECTION 1: Technical Ability</p>			AMOUNT OF TIME				
1. Service construction, maintenance, emergency service, and landscape equipment.			I possess less than one (1) year of experience performing this task at this level of experience.	I possess one (1) to two (2) years of experience performing this task at this level of experience.	I possess two (2) to three (3) years of experience performing this task at this level of experience.	I possess three (3) to four (4) years of experience performing this task at this level of experience.	I possess more than four (4) years of experience performing this task at this level of experience.
Experience Code (Part I)	Level of Experience						
	<i>I have had no training or experience with this task</i>						
	<i>I have had training on this task, but no application on the job</i>						
A+B	<i>I have performed this task on the job under guidance and monitoring</i>			X			
C	<i>I have performed this task independently</i>		X				

CALTRANS LANDSCAPE MAINTENANCE LEADWORKER Training and Experience Evaluation

PART II-WORK EXPERIENCE (continued)

AMOUNT OF TIME

<p>Level of Experience: In the <i>Experience Code</i> column, use the codes from PART I of this form to indicate where you performed the activity or task. You may list more than one code per item, if applicable.</p> <p>Amount of Time: Place an "X" in the column(s) that most accurately represents the <u>amount of time</u> each level of experience represents. (Leave columns blank that do not apply to you).</p>			I possess less than one (1) year of experience performing this task at this level of experience.	I possess one (1) to two (2) years of experience performing this task at this level of experience.	I possess two (2) to three (3) years of experience performing this task at this level of experience.	I possess three (3) to four (4) years of experience performing this task at this level of experience.	I possess more than four (4) years of experience performing this task at this level of experience.
SECTION 1: Technical Ability							
1. Service construction, maintenance, emergency service, and landscape equipment.							
	Experience Code (Part I)	Level of Experience					
		<i>I have had no training or experience with this task</i>					
		<i>I have had training on this task, but no application on the job</i>					
		<i>I have performed this task on the job under guidance and monitoring</i>					
		<i>I have performed this task independently</i>					
2. Operate light vehicles, heavy equipment, etc. to haul and dump material.							
	Experience Code (Part I)	Level of Experience					
		<i>I have had no training or experience with this task</i>					
		<i>I have had training on this task, but no application on the job</i>					
		<i>I have performed this task on the job under guidance and monitoring</i>					
		<i>I have performed this task independently</i>					
3. Perform weed control and soil sterilization.							
	Experience Code (Part I)	Level of Experience					
		<i>I have had no training or experience with this task</i>					
		<i>I have had training on this task, but no application on the job</i>					
		<i>I have performed this task on the job under guidance and monitoring</i>					
		<i>I have performed this task independently</i>					

CALTRANS LANDSCAPE MAINTENANCE LEADWORKER Training and Experience Evaluation

PART II-WORK EXPERIENCE (continued)

Level of Experience: In the <i>Experience Code</i> column, use the codes from PART I of this form to indicate where you performed the activity or task. You may list more than one code per item, if applicable. Amount of Time: Place an "X" in the column(s) that most accurately represents the <u>amount of time</u> each level of experience represents. (Leave columns blank that do not apply to you).			AMOUNT OF TIME				
			I possess less than one (1) year of experience performing this task at this level of experience.	I possess one (1) to two (2) years of experience performing this task at this level of experience.	I possess two (2) to three (3) years of experience performing this task at this level of experience.	I possess three (3) to four (4) years of experience performing this task at this level of experience.	I possess more than four (4) years of experience performing this task at this level of experience.
SECTION 1: Technical Ability (continued)							
4. Mix and apply asphalt and stone chips for pavement patching.							
	Experience Code (Part I)	Level of Experience					
		<i>I have had no training or experience with this task</i>					
		<i>I have had training on this task, but no application on the job</i>					
		<i>I have performed this task on the job under guidance and monitoring</i>					
		<i>I have performed this task independently</i>					
5. Work with maintenance and/or landscape power tools (weed eaters, chainsaws).							
	Experience Code (Part I)	Level of Experience					
		<i>I have had no training or experience with this task</i>					
		<i>I have had training on this task, but no application on the job</i>					
		<i>I have performed this task on the job under guidance and monitoring</i>					
		<i>I have performed this task independently</i>					
6. Mix and apply various pesticides and chemicals to plants, ground covers, and trees.							
	Experience Code (Part I)	Level of Experience					
		<i>I have had no training or experience with this task</i>					
		<i>I have had training on this task, but no application on the job</i>					
		<i>I have performed this task on the job under guidance and monitoring</i>					
		<i>I have performed this task independently</i>					

PART II-WORK EXPERIENCE (continued)

Level of Experience: In the *Experience Code* column, use the codes from **PART I** of this form to indicate where you performed the activity or task. You may list more than one code per item, if applicable.

Amount of Time: Place an “X” in the column(s) that most accurately represents the amount of time each level of experience represents. (Leave columns blank that do not apply to you).

7. Identify and repair broken irrigation systems to ensure proper usage of water.

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PART II-WORK EXPERIENCE (continued)

Level of Experience: In the <i>Experience Code</i> column, use the codes from PART I of this form to indicate where you performed the activity or task. You may list more than one code per item, if applicable. Amount of Time: Place an "X" in the column(s) that most accurately represents the <u>amount of time</u> each level of experience represents. (Leave columns blank that do not apply to you).			AMOUNT OF TIME				
			I possess less than one (1) year of experience performing this task at this level of experience.	I possess one (1) to two (2) years of experience performing this task at this level of experience.	I possess two (2) to three (3) years of experience performing this task at this level of experience.	I possess three (3) to four (4) years of experience performing this task at this level of experience.	I possess more than four (4) years of experience performing this task at this level of experience.
SECTION 1: Technical Ability (continued)							
10.	Clear drains, culverts, catch basins, drop inlets, ditches, and other drain structures of debris.						
	Experience Code (Part I)	Level of Experience					
		<i>I have had no training or experience with this task</i>					
		<i>I have had training on this task, but no application on the job</i>					
		<i>I have performed this task on the job under guidance and monitoring</i>					
		<i>I have performed this task independently</i>					
11.	Perform heavy manual labor with weight up to 60 pounds.						
	Experience Code (Part I)	Level of Experience					
		<i>I have had no training or experience with this task</i>					
		<i>I have had training on this task, but no application on the job</i>					
		<i>I have performed this task on the job under guidance and monitoring</i>					
		<i>I have performed this task independently</i>					
12.	Maintain and repair fencing (barbwire, chain link, and stock).						
	Experience Code (Part I)	Level of Experience					
		<i>I have had no training or experience with this task</i>					
		<i>I have had training on this task, but no application on the job</i>					
		<i>I have performed this task on the job under guidance and monitoring</i>					
		<i>I have performed this task independently</i>					

CALTRANS LANDSCAPE MAINTENANCE LEADWORKER Training and Experience Evaluation

PART II-WORK EXPERIENCE (continued)

AMOUNT OF TIME

<p>Level of Experience: In the <i>Experience Code</i> column, use the codes from PART I of this form to indicate where you performed the activity or task. You may list more than one code per item, if applicable.</p> <p>Amount of Time: Place an "X" in the column(s) that most accurately represents the <u>amount of time</u> each level of experience represents. (Leave columns blank that do not apply to you).</p> <p>SECTION 1: Technical Ability (continued)</p>			I possess less than one (1) year of experience performing this task at this level of experience.	I possess one (1) to two (2) years of experience performing this task at this level of experience.	I possess two (2) to three (3) years of experience performing this task at this level of experience.	I possess three (3) to four (4) years of experience performing this task at this level of experience.	I possess more than four (4) years of experience performing this task at this level of experience.
13. Pick up litter, debris, and dead animals along roadsides.							
Experience Code (Part I)	Level of Experience						
	<i>I have had no training or experience with this task</i>						
	<i>I have had training on this task, but no application on the job</i>						
	<i>I have performed this task on the job under guidance and monitoring</i>						
	<i>I have performed this task independently</i>						

CALTRANS LANDSCAPE MAINTENANCE LEADWORKER Training and Experience Evaluation

PART II-WORK EXPERIENCE (continued)

Level of Experience: In the <i>Experience Code</i> column, use the codes from PART I of this form to indicate where you performed the activity or task. You may list more than one code per item, if applicable. Amount of Time: Place an "X" in the column(s) that most accurately represents the <u>amount of time</u> each level of experience represents. (Leave columns blank that do not apply to you).			AMOUNT OF TIME				
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SECTION 2: Lead Capacity							
14. Review installation orders, guide plans, as-builts, etc.							
	Experience Code (Part I)	Level of Experience					
		<i>Limited ability (would require training/exposure to perform task)</i>					
		<i>Average ability (could perform activity with guidance)</i>					
		<i>Very good ability (could perform activity independently)</i>					
		<i>Excellent ability (could provide training or guidance to others)</i>					
15. Perform pre/post operation inspections of vehicle.							
	Experience Code (Part I)	Level of Experience					
		<i>Limited ability (would require training/exposure to perform task)</i>					
		<i>Average ability (could perform activity with guidance)</i>					
		<i>Very good ability (could perform activity independently)</i>					
		<i>Excellent ability (could provide training or guidance to others)</i>					
16. Perform routine inspections (e.g. hazards within right of way, irrigation systems, ditches, groundcover landscapes).							
	Experience Code (Part I)	Level of Experience					
		<i>Limited ability (would require training/exposure to perform task)</i>					
		<i>Average ability (could perform activity with guidance)</i>					
		<i>Very good ability (could perform activity independently)</i>					
		<i>Excellent ability (could provide training or guidance to others)</i>					

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PART II-WORK EXPERIENCE (continued)

Level of Experience: In the <i>Experience Code</i> column, use the codes from PART I of this form to indicate where you performed the activity or task. You may list more than one code per item, if applicable. Amount of Time: Place an "X" in the column(s) that most accurately represents the <u>amount of time</u> each level of experience represents. (Leave columns blank that do not apply to you).			AMOUNT OF TIME				
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SECTION 2: Lead Capacity (continued)							
17. Create reports, documents, or records to document current work status.							
	Experience Code (Part I)	Level of Experience					
		<i>Limited ability (would require training/exposure to perform task)</i>					
		<i>Average ability (could perform activity with guidance)</i>					
		<i>Very good ability (could perform activity independently)</i>					
		<i>Excellent ability (could provide training or guidance to others)</i>					
18. Develop practical solutions and timelines for maintenance/landscape work.							
	Experience Code (Part I)	Level of Experience					
		<i>Limited ability (would require training/exposure to perform task)</i>					
		<i>Average ability (could perform activity with guidance)</i>					
		<i>Very good ability (could perform activity independently)</i>					
		<i>Excellent ability (could provide training or guidance to others)</i>					
19. Communicate with crew members regarding landscaping/maintenance procedures and directions.							
	Experience Code (Part I)	Level of Experience					
		<i>Limited ability (would require training/exposure to perform task)</i>					
		<i>Average ability (could perform activity with guidance)</i>					
		<i>Very good ability (could perform activity independently)</i>					
		<i>Excellent ability (could provide training or guidance to others)</i>					

CALTRANS LANDSCAPE MAINTENANCE LEADWORKER Training and Experience Evaluation

PART II-WORK EXPERIENCE (continued)

Level of Experience: In the <i>Experience Code</i> column, use the codes from PART I of this form to indicate where you performed the activity or task. You may list more than one code per item, if applicable. Amount of Time: Place an "X" in the column(s) that most accurately represents the <u>amount of time</u> each level of experience represents. (Leave columns blank that do not apply to you).			AMOUNT OF TIME				
			I possess less than one (1) year of experience performing this task at this level of experience.	I possess one (1) to two (2) years of experience performing this task at this level of experience.	I possess two (2) to three (3) years of experience performing this task at this level of experience.	I possess three (3) to four (4) years of experience performing this task at this level of experience.	I possess more than four (4) years of experience performing this task at this level of experience.
SECTION 2: Lead Capacity (continued)							
20.	Provide guidance on various procedures and safety methods (e.g., pesticide spray operations, traffic control).						
	Experience Code (Part I)	Level of Experience					
		<i>Limited ability (would require training/exposure to perform task)</i>					
		<i>Average ability (could perform activity with guidance)</i>					
		<i>Very good ability (could perform activity independently)</i>					
		<i>Excellent ability (could provide training or guidance to others)</i>					
21.	Coach and mentor crew members on proper safety and personal protective equipment (e.g., hard hats, safety glasses, safety vests, etc.).						
	Experience Code (Part I)	Level of Experience					
		<i>Limited ability (would require training/exposure to perform task)</i>					
		<i>Average ability (could perform activity with guidance)</i>					
		<i>Very good ability (could perform activity independently)</i>					
		<i>Excellent ability (could provide training or guidance to others)</i>					
22.	Monitor tools, parts, and equipment utilizing inventory checklists.						
	Experience Code (Part I)	Level of Experience					
		<i>Limited ability (would require training/exposure to perform task)</i>					
		<i>Average ability (could perform activity with guidance)</i>					
		<i>Very good ability (could perform activity independently)</i>					
		<i>Excellent ability (could provide training or guidance to others)</i>					

CALTRANS LANDSCAPE MAINTENANCE LEADWORKER
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PART II-WORK EXPERIENCE (continued)

<p>Level of Experience: In the <i>Experience Code</i> column, use the codes from PART I of this form to indicate where you performed the activity or task. You may list more than one code per item, if applicable.</p> <p>Amount of Time: Place an "X" in the column(s) that most accurately represents the <u>amount of time</u> each level of experience represents. (Leave columns blank that do not apply to you).</p>			AMOUNT OF TIME				
<p>SECTION 2: Lead Capacity (continued)</p>			I possess less than one (1) year of experience performing this task at this level of experience.	I possess one (1) to two (2) years of experience performing this task at this level of experience.	I possess two (2) to three (3) years of experience performing this task at this level of experience.	I possess three (3) to four (4) years of experience performing this task at this level of experience.	I possess more than four (4) years of experience performing this task at this level of experience.
23.	Act as an expert regarding blueprint and sketch interpretation for maintenance projects.						
	Experience Code (Part I)	Level of Experience					
		<i>Limited ability (would require training/exposure to perform task)</i>					
		<i>Average ability (could perform activity with guidance)</i>					
		<i>Very good ability (could perform activity independently)</i>					
		<i>Excellent ability (could provide training or guidance to others)</i>					
24.	Attend and participate in tailgate safety meetings.						
	Experience Code (Part I)	Level of Experience					
		<i>Limited ability (would require training/exposure to perform task)</i>					
		<i>Average ability (could perform activity with guidance)</i>					
		<i>Very good ability (could perform activity independently)</i>					
		<i>Excellent ability (could provide training or guidance to others)</i>					
25.	Review and audit work to ensure accordance to various Caltrans standards and safety regulations.						
	Experience Code (Part I)	Level of Experience					
		<i>Limited ability (would require training/exposure to perform task)</i>					
		<i>Average ability (could perform activity with guidance)</i>					
		<i>Very good ability (could perform activity independently)</i>					
		<i>Excellent ability (could provide training or guidance to others)</i>					

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PART II-WORK EXPERIENCE (continued)

			AMOUNT OF TIME				
<p>Level of Experience: In the <i>Experience Code</i> column, use the codes from PART I of this form to indicate where you performed the activity or task. You may list more than one code per item, if applicable.</p> <p>Amount of Time: Place an "X" in the column(s) that most accurately represents the <u>amount of time</u> each level of experience represents. (Leave columns blank that do not apply to you).</p> <p>SECTION 2: Lead Capacity (continued)</p>			I possess less than one (1) year of experience performing this task at this level of experience.	I possess one (1) to two (2) years of experience performing this task at this level of experience.	I possess two (2) to three (3) years of experience performing this task at this level of experience.	I possess three (3) to four (4) years of experience performing this task at this level of experience.	I possess more than four (4) years of experience performing this task at this level of experience.
26.	Act as an expert regarding the various methods/procedures for powered tools, equipment, vehicles, etc.						
	Experience Code (Part I)	Level of Experience					
		<i>Limited ability (would require training/exposure to perform task)</i>					
		<i>Average ability (could perform activity with guidance)</i>					
		<i>Very good ability (could perform activity independently)</i>					
		<i>Excellent ability (could provide training or guidance to others)</i>					